



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PARKS PROGRAM SERVICES SUPERVISOR

Job Number: 20000568

Job Code: 15760V000101

Job Group: 1500 - PARKS AND RECREATION

Job Established: 04/01/1995

Job Revised: 08/16/2006

Grade: 13 Salary (MIN - MID):

\$16,432-\$21,875 - Hourly

\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary

\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises, researches, plans and develops interpretive and/or recreational programs to inform the public of the natural history, cultural and recreational features of a state park. Coordinates staff and recommends programs which develop the full potential of the parks resources; and performs other duties as assigned.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree in recreation, outdoor recreation, park resource interpretation, physical education, history, environmental education, biology, forestry, botany, zoology, anthropology, archaeology, area studies, cultural studies, art history, geography, parks and recreation management or administration, sociology, paleoanthropology or a closely related field.

EXPERIENCE:

Must have two years experience as a park naturalist, park interpreter, environmental educator, conservation educator or in planned outdoor recreation or physical education.

Substitute EDUCATION for EXPERIENCE:

A master's degree in recreation, park resource interpretation, physical education, history, environmental education, biology, forestry, botany, zoology, anthropology, archaeology, area studies, cultural studies, art history, geography, parks and recreation management or administration, sociology, paleoanthropology or a closely related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Related experience as a park naturalist, park interpreter, environmental educator, conservation educator, or in planned outdoor

recreation or physical education, recreation, park resource interpretation, history, environmental education, biology, forestry, botany, zoology, anthropology, archaeology, area studies, cultural studies, art history, geography, parks and recreation management or administration, sociology, paleoanthropology or a closely related field will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises, researches, plans, coordinates and executes recreational and interpretive programs focusing on the natural history, cultural and recreational features of a state park. Plans, assigns and supervises the work of staff. Supervises and participates in the collecting, cataloging, and maintenance of various types of flora, fauna, and other specimens of nature. Prepares reports and maintains records of programs. Maintains inventory of equipment and supplies. Promotes and maintains public relations. Inspects and coordinates maintenance needs of hiking trails. Promotes programs through educational presentations and development of informative and professional publications. Assists with the planning and maintaining of interpretive displays and exhibits. Has responsibility for the care and maintenance of recreational equipment and facilities. Interprets departmental rules, regulations and policies for recreational personnel. Orders supplies and equipment as needed. Schedules, promotes and makes the necessary arrangements for live entertainment. Evaluates and tests lifeguards. Prepares recreational program materials.

UNIQUE PHYSICAL REQUIREMENTS:

May have to traverse steep slopes when inspecting, building and repairing trails.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is primarily performed outdoors at an assigned park. Extensive contact with the public is required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.